



## WEST VIRGINIA STATE FIRE COMMISSION

OFFICE OF THE STATE FIRE MARSHAL  
1207 Quarrier St, 2<sup>nd</sup> Floor  
Charleston, WV 25301  
(304) 558-2191 Ext. 53219 or 53226  
[www.firemarshal.wv.gov](http://www.firemarshal.wv.gov)

## 2013 Application for West Virginia Electrical Examination

### General Information:

Applications will **not** be processed unless completely filled out, signed and **accompanied by the appropriate fee** made payable to the WVSFMO. We are not able to accept debit or credit cards at this time. Remitted checks that are returned as "insufficient funds" are subject to penalty as allowed by WV State Code.

**Please type or print your information on the application legibly.**

Once your application is reviewed you will receive written notification of acceptance or denial of your application within 14 days. Please provide e-mail address **only** if we can contact you that way to get more information regarding your application if necessary.

Exam fees are **non-refundable**, however, we do allow you to reschedule your exam as long as we are notified no later than the day of the exam. You may reschedule up to three times within 12 months of the original exam date.

All exams are open book exams solely based on the 2011 National Electric Code Book, which are not provided by the fire marshal; they may be purchased at any electrical supply store. Calculators, book tabs, keyword indexes and Ugly's reference books are allowed. Study guides, test prep courses or practice exams are not available.

Exams begin at 9 am with check in beginning approximately 8.30 am. We allow no more than 4 hours for the completion of the examination. You may only take one level of exam on each date.

If you need special consideration due to a disability, please submit written request along with your initial application so that we can accommodate your needs. Your examination results will be mailed to you within 14 days of the exam date. Passing exam score has to be 80% or higher.

### Fees:

Exam fees (payable to the WVSFMO) are \$ 25.00 for Journeyman, Master and all Specialty exams, \$ 10.00 for all Apprentice exams and for retest of any level within 12 months of the original examination date. Exam fee **must be submitted alongside your application**.

### Application:

Please submit your application along with the required documentation as indicated on the application and the applicable exam fee to:

West Virginia State Fire Marshal's Office  
1207 Quarrier St  
Charleston, WV 25301

# Qualification Requirements:

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## Master Electrician

Must show at least **10,000** hours or **5** years of actual **hands-on** work electrical work experience. Such experience has to include some residential, some commercial and some industrial experience. (It is acceptable to substitute the work experience section of this application with a detailed resume, as long as the work setting is clearly identifiable). Vocational training cannot be counted towards the required experience. All work experience has to consist of **above ground structural wiring** in accordance with the NEC. Your exam will consist of 50 multiple choice questions (worth 1 point each) and 10 calculations (5 points each) which may include intricate calculations referencing service loads, power factor, voltage drop, service size, demand load, circuit resistance, outlet requirements, etc.

## Journeyman Electrician

Must show **8,000** hours or **4** years of hands on electrical work experience

**or**

a completed apprenticeship program approved by the **US Dept of Labor**

**or**

a completed vocational course approved by the **WV Dept of Education** of no less than **1080** hours.

You must provide a copy of your certificate of completion of your apprenticeship or vocational program. Your exam will consist of 42 multiple choice questions (worth 2 points each) and 4 calculations (worth 4 points each) which may include simple calculations referencing power factors, voltage drops, resistance, circuit requirements, etc.

## Specialty Electrician (HVAC / Electric Sign / Single Fam. Dwelling / Elevator / Fire & Burglar Alarm)

Must show **4,000** hours or **2** years of hands on electrical work experience in the specialty area that you will be testing for. One year may be obtained through an approved educational course. Your exam will consist of 20-25 multiple choice questions (worth 4-5 points each).

## Apprentice Electrician

Only requirement is to be 18 years of age. You do not fill out the work experience part of this application. Your exam consists of 20 multiple choice code questions taken from the first four chapters of the National Electric Code Book.

## Contact:

If you need further information please contact us at (304) 558-2191 Ext. 53219 or by e-mail at [Tanya.Bradshaw@wv.gov](mailto:Tanya.Bradshaw@wv.gov)



Office Use Only

Approved By:

## Application for West Virginia Electrical Examination

### 1. Applicant Information

Name (First, MI, Last)			
Address			
City, State, Zip			
Home Phone		Cell Phone	
E-Mail Address			
Soc. Sec. Number:		Date of Birth	
Best contacted via	<input type="checkbox"/> e-mail <input type="checkbox"/> home phone <input type="checkbox"/> cell phone <input type="checkbox"/> regular mail		
Present Employer			
Employer Address			

### 2. Exam Level

Please check level of exam you wish to take

<input type="checkbox"/> Master	<input type="checkbox"/> Journeyman	<input type="checkbox"/> Apprentice (you do not need to fill out work experience sheet)	
<input type="checkbox"/> HVAC	<input type="checkbox"/> Fire / Burglar Alarm	<input type="checkbox"/> Electric Sign	<input type="checkbox"/> Single Family Dwelling

### 3. 2013 Exam Dates & Location

Please circle your preferred date / location

<b>Charleston Civic Center</b>	Feb 19	Apr 16	Jun 4	Aug 13	Oct 15	Dec 10
<b>Wheeling Wesbanco Arena</b>	Mar 12	Jun 11	Sep 17	Dec 17		
<b>Martinsburg James Rumsey</b>	Feb 5	May 7	Aug 27	Nov 19		
<b>Clarksburg Career Center</b>	Jan 15	Apr 23	Aug 27	Oct 29		

#### 4. Formal Training

Have you completed a vocational course?	<input type="checkbox"/> yes	<input type="checkbox"/> no
<b>Attach a copy of your certificate of completion</b>		
Name of School		
City & State		
Have you completed a formal apprenticeship program?	<input type="checkbox"/> yes	<input type="checkbox"/> no
<b>Attach a copy of your certificate of completion</b>		
Name of Program		
Sponsor		

#### 5. Work Experience

Employer Name			
Employment City & State			
Employer Contact			
Dates of Employment		Total Months	
Work Setting	_____ Residential	_____ Commercial	_____ Industrial
Duties Performed			

Employer Name			
Employment City & State			
Employer Contact			
Dates of Employment		Total Months	
Work Setting	_____ Residential	_____ Commercial	_____ Industrial
Duties Performed			

**continued**

Employer Name			
Employment City & State			
Employer Contact			
Dates of Employment		Total Months	
Work Setting	_____ Residential	_____ Commercial	_____ Industrial
Duties Performed			

**6. Process Preference**

If the requested test date is already full, we can either return your application & check back to you, or we can automatically schedule you for a second test choice.

**Please mark your preference:**

☐ return application ☐ schedule for \_\_\_\_\_

If we need further information regarding your work experience, we can either return your application & check to you, or we can contact you.

**Please mark your preference:**

☐ return application ☐ contact you via \_\_\_\_\_

**Affidavit**

I hereby certify that the information contained on this application is true and complete to the best of my knowledge. I fully understand that any false or misleading information may result in denial of examination or revocation of any license obtained by providing false information to gain access to the examination.

Applicant Signature : \_\_\_\_\_ Date: \_\_\_\_\_